

Attendance Officer VACANCY

Salary: Grade 6 SCP 11 to 17 £27,269-£30,060 FTE £24,122 - £26,591 Pro Rata

Contract: 37 hours per week, Term Time plus 5 days

Shift pattern: Monday to Thursday 7:45am till 3:45pm Friday 7:45am till 3:15pm

CEO: Mr T.B. Tapping

Headteacher: Mrs F Cessford

ST BEDE'S CATHOLIC SCHOOL AND BYRON SIXTH FORM COLLEGE

St Bede's Catholic School and Byron Sixth Form College is part of Bishop Chadwick Catholic Education Trust which is one of four Trusts in the Diocese of Hexham and Newcastle. The Trust includes five Secondary and twenty five Primary Schools across South Tyneside, Sunderland and East Durham.

We are looking to appoint an inspiring Attendance Officer who has high levels of initiative and who is motivated to work in a busy secondary school environment.

Bishop Chadwick Catholic Education Trust safeguards and protects its students and staff by being committed to respond in accordance with South Tyneside Child Protection Procedures. Enhanced DBS checks are mandatory for all school staff.

All application documents should be fully completed and submitted by email to recruitment@st-bedes.org by 9am on Monday 30th June 2025. Applications are required and CV's will not be accepted. For enquiries regarding this role, please contact recruitment@st-bedes.org

Interviews WC 7th July 2025

Electronic signatures will be accepted but candidates will be required to add a written signature to their application when circumstances allow.

The position we are filling is exempt from the provisions of the Rehabilitation of Offenders Act and a satisfactory Enhanced DBS from the Disclosure and Barring Service is required as part of pre-employment checks. An online search will be completed for all shortlisted candidates.

Bishop Chadwick Catholic Education Trust is an equal opportunities employer, welcoming applications from all sections of the community. We are committed to safeguarding and promoting the welfare of young people and vulnerable adults and we expect staff and volunteers to share this commitment.